

## **Job Description**

### **BOARD OF EDUCATION DENVER**

**TITLE:** HEAD CUSTODIAN

**QUALIFICATIONS:**

- 1. Black Seal License; high school diploma or equivalent training**
- 2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.**
- 3. Supervisory ability**
- 4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials**
- 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

**REPORTS TO:** Building Principal/Maintenance Specialist

**SUPERVISES:** All custodians under his/her authority

**JOB GOAL:** To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

#### **PERFORMANCE RESPONSIBILITIES:**

- 1. Assumes responsibility for the opening and closing of the school each day.**
- 2. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities.**
- 3. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.**
- 4. Plans and works with Maintenance Specialist and the Principal/Vice-Principal to oversee all maintenance and repair work in the building.**
- 5. Participates in the selection, assignment, scheduling and training of custodial staff.**

- 6. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.**
- 7. Completes custodial reports, building condition reports and other records as required.**
- 8. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.**
- 9. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.**
- 10. Performs related duties as required for daily operation of the school.**

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

**APPROVED: June 1, 2009**